1. Header: Name, Date and Assignment #  
2. On Time  
3. Today, I am working on Lesson #_____?  
4. Total sets of lines completed, today ____?  
5. Data Files Are Organized  
6. Followed Directions  
7. Your Best Effort  

*Extra Credit  
*Number of sets of lines completed for the day, minus four equals extra credit. 
\[ x - 4 = \text{Extra Credit} \]

Scoring

### Keyboarding Lessons

Daily Performance Assessment

1. Header: Name, Date and Assignment #  
2. On Time  
3. Today, I am working on Lesson #_____?  
4. Total sets of lines completed, today ____?  
5. Data Files Are Organized  
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